GIS INVENTORY
POWERED BY RAMONA

Administrator's Guide

2008 Workshop

NSGIC

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1. RAMONA WELCOME: Logging Into the Administrator Panel

Welcome to the Ramona GIS Inventory Administrator Panel

Hello Ramona Administrators!   Ramona is produced by the National States' Geographic Information Council (NSGIC) as a tool for states and their partners. Its primary purpose is to track the status of GIS in US state and local government to aid the planning and building of Spatial Data Infrastructures. The Ramona GIS Inventory is designed to work in concert with Geospatial One-Stop.

Ramona has a powerful admin interface for you to manage users, print/download reports, manage your state's view to the GIS Inventory, add special state questions, update your NSGIC State Summary, and communicate to your users.

NEW! By popular demand, the front-end interface is being re-branded with a new look and feel - "GIS Inventory - Powered by Ramona".

Login Screen (http://gisinventory.net/rdiadmin/)

Your account information is the same on the front-end (http://gisinventory.net) as in the **administrator panel (http://gisinventory.net/rdiadmin/)**.

Your email is your user name and you will use the same password for the front-end system and admin panel.

If you forget your password, you can use the "forgot your password" link and you will be emailed a new password.

## Organization of Admin Panel

When you first login to http://gisinventory.net/rdiadmin, you will be greeted with the welcome screen with any important notices.

The Admin panel is divided into the following seven modules: 1. Users, 2. Data Layers, 3. Reports, 4. State Questions, 5. State Summaries, 6. Newsletter, and a 7. Support Forum function. Because Ramona has different administrative levels, administrators will only see those modules for which they have privileges. All of the modules are shown here.

TERMS OF USE
It is the policy of the National States Geographic Information Council (NSGIC) that the Ramona database will NOT be provided (either in hardcopy or electronic form) to non-governmental third parties without the express permission of NSGIC.

As an Administrator, you agree to comply with these terms.
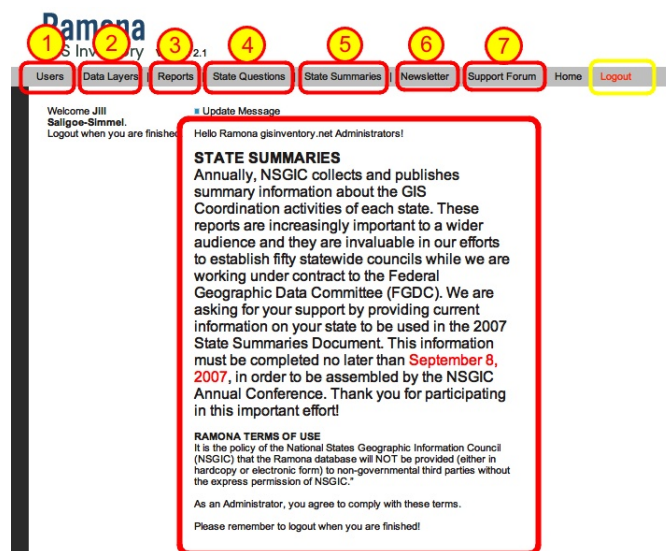
View and Update Your Account

1. Click on the "Users" tab in the header, then click "My Account" to view and update your account information.
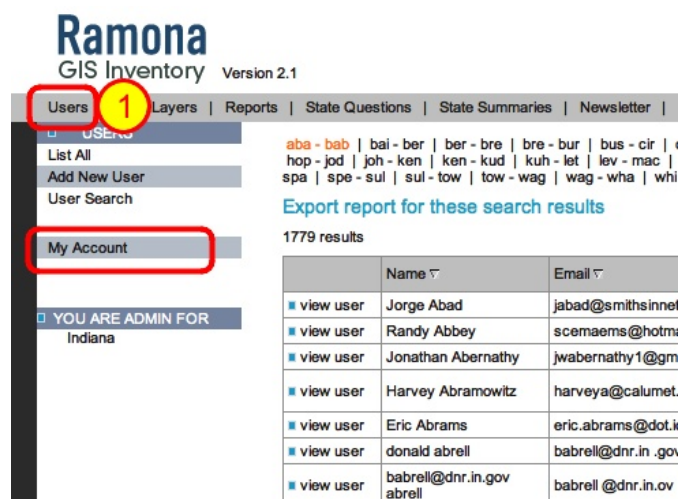
Edit User Profile

From your account, you can reset your password at any time. Click on "edit user profile" - change your password at the bottom of the page.

Please update your contact information (including complete

address and phone) and entire Profile either from here or from the
front end of the system.

2. USERS MODULE: Managing Users and Your Account

Welcome to the Ramona GIS Inventory Administrator Panel

The GIS Inventory's front-end interface (www.gisinventory.net) is partitioned into "state views." Administrators have various assigned privileges for the state(s) in which they have administrative privileges.

State administrators will see reports and manage users who are registered in their state(s). This lesson presents a typical view for a state administrator for the USERS MODULE.
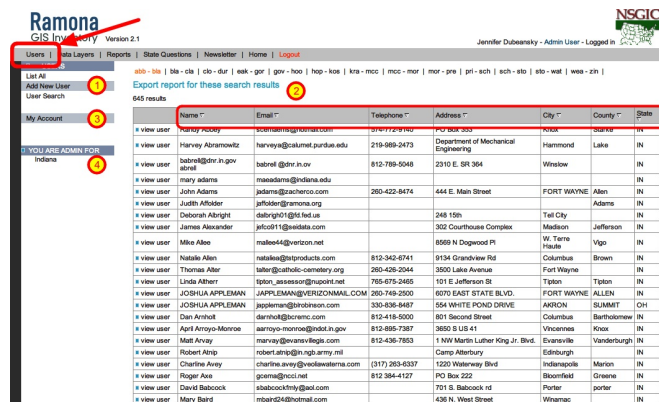
Organization of Users Module Tab

The header bar of the admin panel shows the available modules. The first tab is the Users Module.

Click on the Users tab to be presented with a listing of all users. To sort users in the table, click the header columns to sort ascending or descending.

1. You can list all users, search for users, and add new users from this location.
2. You can download a report by clicking "Export report" (export is in the format of an Excel .xls spreadsheet).
3. You can manage your own account information from this location.
4. The state(s) for which you are an administrator are listed here. You can manage your state view from this location.
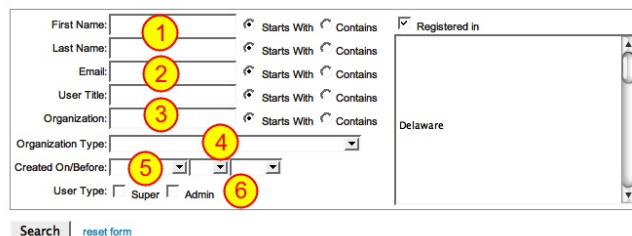
User Search

Click on "User Search." You will be presented with a search screen that enables you to search by 1. name (any letter(s) in the persons first or last name), 2. email, 3. title or organization, 4. organization type, 5. date the user account was created, and 6. by users with administrative privileges in your state.

Note, if you are a registered administrator in more than one state, the names of those states will appear in the right-hand box. In this case, you can also execute searches by individual or multiple states.

Export Report on Users

The User Search function provides a flexible interface to find and select users and generate reports. Search results are exported to an Excel™ spreadsheet by clicking on "Export report for these search results" near the top of the page. You can either open or save these reports through the dialogue box that will appear.
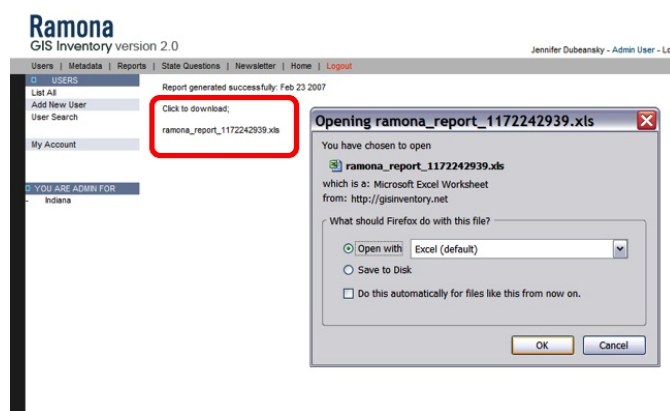
Managing Users

When you select a user, you are presented with their User Summary and options to edit sections of that user's profile. The interface for editing a user's profile information is the same as User Profiles on the Ramona front-end interface.

You can create a .pdf of the user's summary from this location. You can delete users from this location (you will get a confirmation notice asking if you really want to delete a user).

You can change and assign privileges from this location.

BEST PRACTICE: Most of the Ramona inventory responses are attributable to the organization not the individual. When a user leaves an organization, consider editing the old users profile to assign the profile to a new or temporary person. A new Ramona
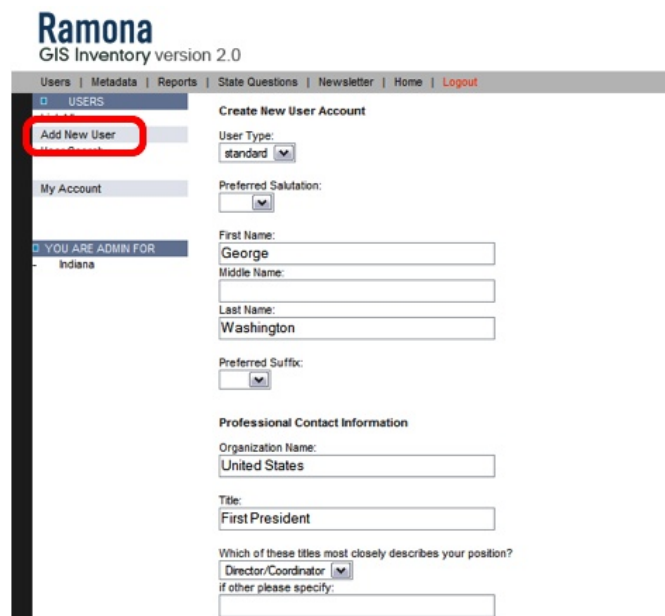
record can then be created for the old user.

Adding New Users

If you have administrative rights to add new users you can do so from the Users panel. Click "Add New User" (note: if you don't have admin rights to add users, you will not see the "Add New User" tag).

The interface for adding new users is essentially the same as the front end of the system. Enter their contact information to create the user. Once created, you can add, edit or delete any information in any part of their Ramona profile (e.g., user, system, policies, geography, data).
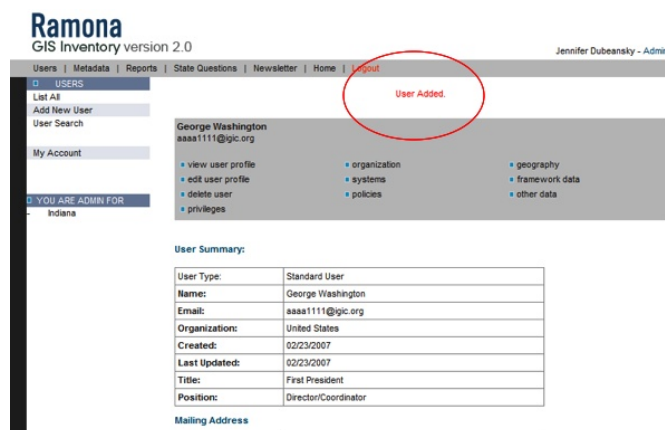
Adding Users (cont.)

Every time you save edits to edit users in the system, you will see a message in red at the top of the page indicating if the changes were completed successfully or if there were any problems with your changes.

From this screen, all options in the grey box correspond to the User Profile in the front end of the Ramona system. Clicking on any of these tags will open the edit screen for that profile with the same interface as the front end of the user system.

Important Note: *The Ramona System tracks and logs user changes. You are responsible for changes you make to other users' accounts. Please carefully consider any changes you make to other users information.*

Who Can Be an Administrator?

Upon request, NSGIC State Reps are assigned full administrative privileges for their state (or designating an administrator for their state). NSGIC State Reps are ultimately in charge of assigning privileges for other administrators in their state, with the addition of Federal Administrators who will typically be assigned privileges by the System Super Users.

Important Note: It is imperative that private sector users not be given administrative privileges to Ramona unless they are under a contractual relationship with a non-disclosure agreement. This is to prevent "mining" and re-distribution of contact information in the System. Please contact the NSGIC headquarters if you need assistance.
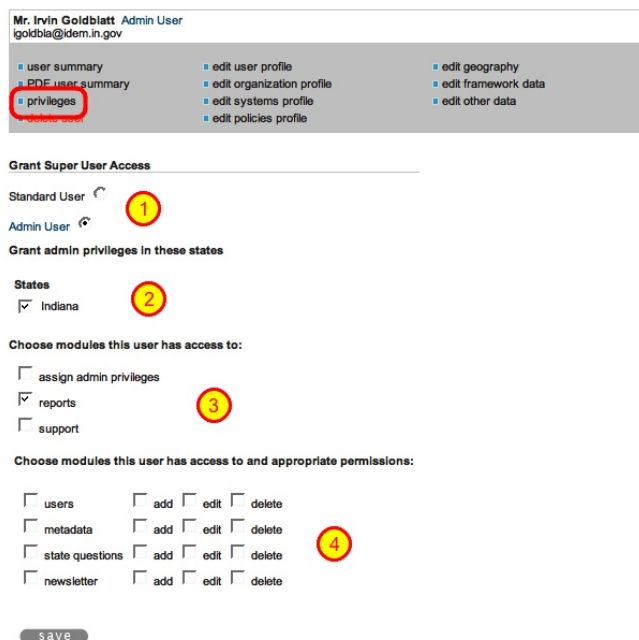
Assigning Privileges

If you have been granted administrative privileges to assign administrative rights to others, you will see the tag labeled "privileges" in their User Summary (note, if you haven't been granted permission to assign privileges, you will not see this tag).

Under the User's options, click on "privileges." You will see that Ramona has a lot of flexibility for assigning privileges.

1. Make user a "standard user" (no administrative rights - this is the default) or "admin user" (you assign the rights).
2. Select the state(s) for which the user has admin rights (the options will be limited to the state(s) in which you are an administrator).
3. Choose the module(s) the user has access to (note if a module is unchecked, that module's functions will be invisible to the user).
4. Grant permissions by modules by clicking "save."

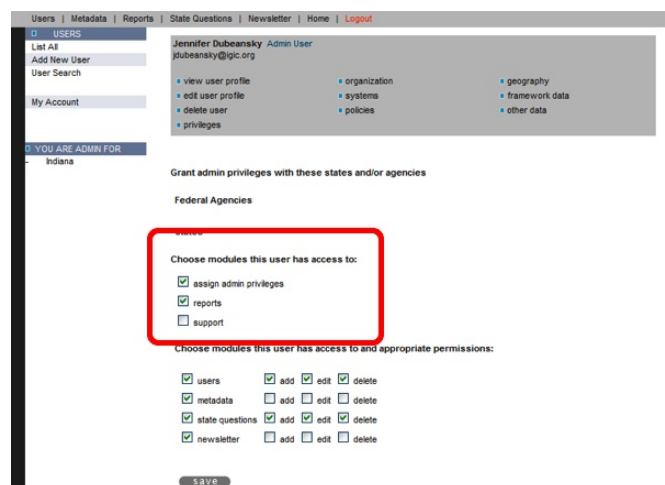Please provide this Ramona Administrator's Guide to any users to whom you assign admin privileges.

Assigning Privileges (cont.)

1.   Assign Privileges - Allows access to the administrator module to assign privileges <u>at equal or less than your own level</u> to other users in the system. If this is left unchecked, the new administrator can have access to other modules but cannot assign privileges to others. For example, if you have a partnership with another organization with whom you want to grant administrative rights to run reports, but do not want them to them be able to assign administrative rights to others, leave this box unchecked.

2.   Reports - Allows the user access to the report module.

3 .   Support - Allows the user access to the support module. This module is new and allows for tracking of users questions/comments in the form of "tickets" and documents all actions responding to their to tickets (**this is currently disabled for everyone except for super-user administrators).

Hint: Assign privileges based on how you want administrators to access the system. For example:
1) You want to grant a staff member permission to create and update users in the system so you check "Users - add, edit, delete" however you do not want them creating new state questions (covered later in this guide) nor do you want them sending newsletters to users. You leave those boxes unchecked.
2) You have a colleague who you want to be able to access user information and generate reports but not change or update users, so you check the first box (for viewing) on each module but no "add, edit, delete."
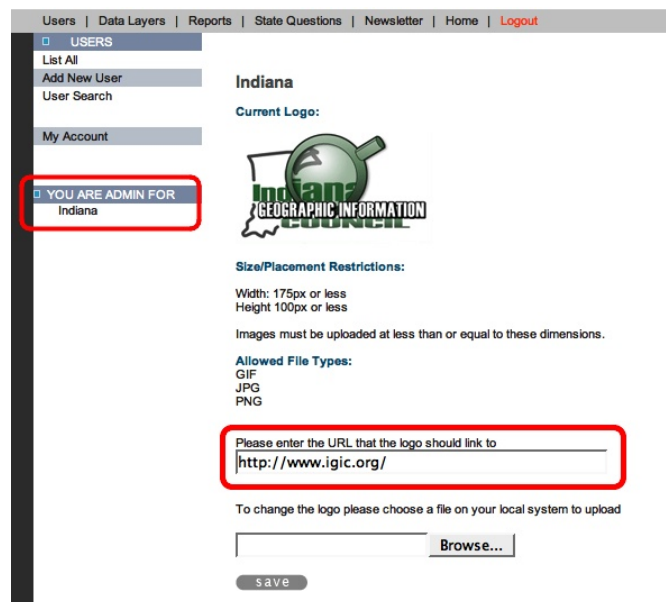
Manage Your State View / Logo

The left sidebar lists the state(s) for which you are an administrator. Click on a state to update your state view.
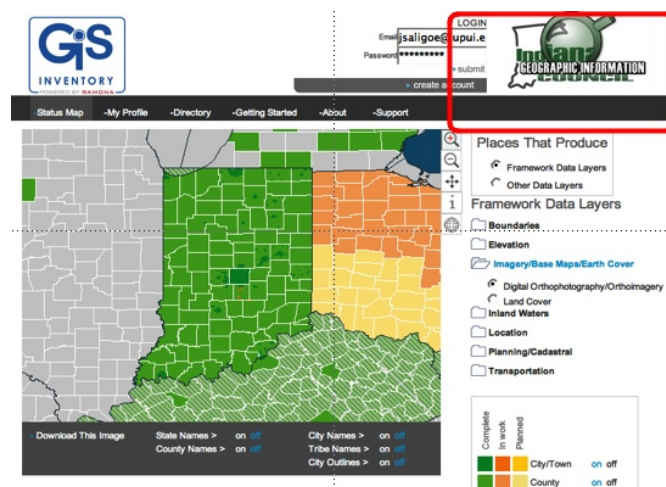
You can replace your logo by uploading a new logo image file. Please note the size and placement restrictions of maximum 175 x 100 pixels. Browse to your logo graphic on your system and upload the file. You will get a message in red text when the file has been uploaded successfully.   Enter the URL that the logo should be hyperlinked. You can change your logo at any time and it will automatically be reflected in your state's front-end interface to the system.

Here's How it Looks on the Front End

Your logo will be used on the header of all GIS Inventory pages of your state domain (e.g., http://in.gisinventory.net). On the GIS Inventory front end, your logo will be hyperlinked to the website specified by you.

This allows maximum flexibility for states to show "ownership" and a consistent look and feel when integrating GIS Inventory links into your own web site.
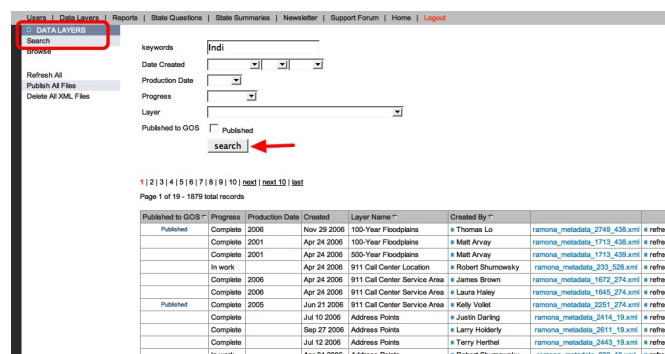
3. DATA LAYERS MODULE: Accessing Data Layers and Starter-Metadata

Welcome to the Ramona GIS Inventory Administrator Panel

This lesson presents a typical view for a state administrator for the DATA LAYERS MODULE.

Listing of Data Layers

When you click on "Data Layers" in the header bar of the admin panel, you will see a full listing of data layers that have been documented by users of the Ramona system. This is the default "Browse" view. To sort records in the table, click the header columns to sort ascending or descending.

You can click on a users name in the "Created By" column to open, explore, and/or edit data layer records documented by the user (if admin edit privileges have been granted).

Important Note: *The Ramona System tracks and logs user changes. You are responsible for changes you make to other users' accounts. Please carefully consider any changes you make to other users information.*

Search for Data Layers

A dynamic search interface for Data Layers allows you to search by keyword (all or part of any word in the data layer record, including a place name), date the Ramona record was created/updated, the production date of the data layer, the progress (complete, in work, planned) of the data layer, the Ramona layer name, the GOS publication status, or any combination of these elements.
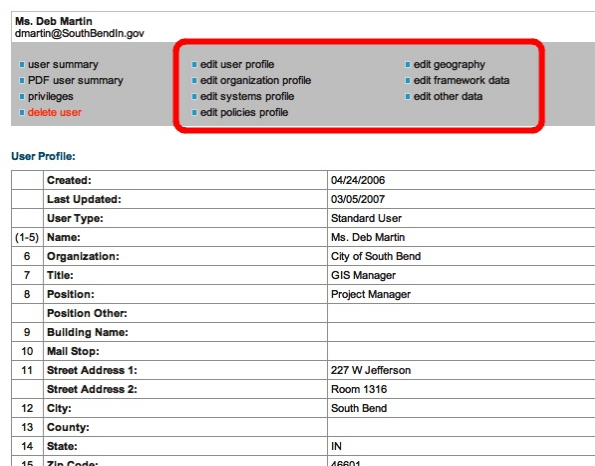
Search results will return a listing of matching data layers.

Viewing / Updating Layers

If you click on the user's name, the User Profile dialog box will open (from the "Users" section). From here you can update the user's profile, organization, geography, and layer information.

If you need to make a universal change to a user's profile to update all starter-metadata records, you can do so from here or from the user interface. Make edits in their user profile. When you've saved your changes, you can click the refresh button in the Data Layers table to view those updates in their starter-metadata record(s). The refresh button updates the starter-metadata record when you make changes to a user profile from this screen.

Note that as a user updates their own profile on the user interface, any associated starter-metadata records are automatically refreshed (e.g., if they update their email address).

STARTER-METADATA in the Ramona GIS Inventory Administrator Panel

As a service to users, Ramona automatically generates starter-metadata based on the Federal Geographic Data Committee (FGDC) metadata standard. The resulting metadata is only minimally compliant with the FGDC Content Standard for Digital Geospatial Metadata. It does not include important data quality, attribute and other information. Basic metadata from Ramona is intended to help users jump-start their metadata efforts if they do not currently have metadata. The metadata can be imported into several metadata/GIS software or text editing packages for your use and completion. The National States Geographic Information Council strongly supports the full FGDC

Metadata standard and encourages users to add appropriate information to make metadata fully compliant.

NEW! User's who already have compliant metadata have the option of providing a link in their GIS Inventory to the complete metadata record.

Viewing Starter Metadata

Using either the Browse or Search view, the table provides access for you to see the starter-metadata for all layers documented in the Ramona system.

1. On the far left column in blue text you will see the word "published" if the user checked this option when they completed the information on their data layer. This indicates starter-metadata for the layer documented in the GIS Inventory is being published to Geospatial One Stop (GOS). GOS "harvests" starter-metadata from the Ramona system on a weekly basis.

2. Clicking on the blue highlighted text (e.g., ramona_metadata_1935_438.xml) will open the .xml starter-metadata record for viewing.

XML Metadata Record

Ramona posts output metadata in .xml files that Users can download from the front-end "Metadata" tab.

Ramona also posts the starter-metadata to a web folder that is harvested by Geospatial One Stop. Users that already create metadata and post it to a data clearinghouse that is harvested by the GOS Portal can easily "opt-out" of metadata creation in Ramona by clicking on the appropriate box under each data layer. In addition to the GOS Portal, Ramona starter-metadata on digital elevation data and orthoimagery is also shared with the Federal Emergency Management Agency (FEMA) for their flood map modernization program and the National Digital Orthophoto Program (NDOP) and the National Digital Elevation Program (NDEP) via a Catalog Web Service (CSW). This is done as a service to the users of Ramona to decrease the number of data inventories conducted by the Federal Government.

Viewing Starter Metadata in GOS

Starter-metadata in the Ramona system are developed using templates and are clearly identified as being incomplete in the Abstract. Starter-metadata can be viewed in any metadata system that supports .xml formats for the FGDC Content Standard for Digital Geospatial Metadata (CSDGM). For example, upon harvest published starter-metadata can be discovered through the GOS portal.

Produced by the National States' Geographic Information Council (NSGIC)

4. REPORTS MODULE: Generating Reports

Welcome to the Ramona GIS Inventory Administrator Panel
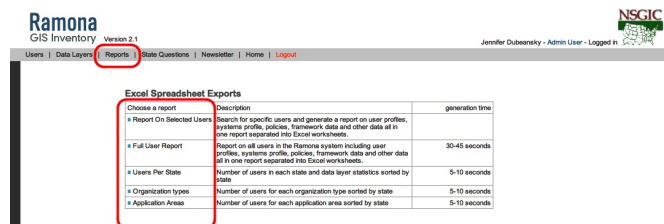
This lesson presents a typical view for a state administrator for the REPORTS MODULE.

Available Reports

When you click on "Reports" in the header bar of the admin panel, you will see a listing of currently available Excel Spreadsheet Reports. All reports are generated automatically when you choose a report and are available for you to view and/or save. Because reports are generated on-the-fly, larger reports take longer to generate. Approximate times are listed.
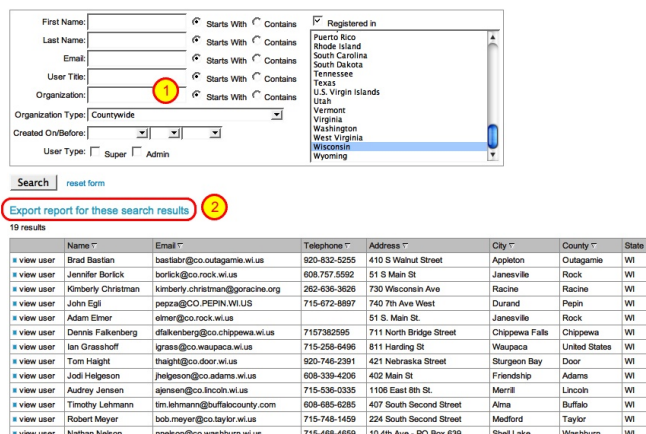
NSGIC actively develops reports based on feedback from administrators. From time-to-time reports are added and more reports may be available than are listed here.

Report on Selected Users

You will be presented with the standard user search interface to select the users of interest. Search by 1. name (any letter(s) in the persons first or last name), 2. email, 3. title or organization, 4. organization type, 5. date the user account was created, and 6. by users with administrative privileges in your state.

Click "Export report for these search results" to download an Excel Spreadsheet with all the users and their responses to the GIS Inventory.

Example Output Excel Spreadsheet Report
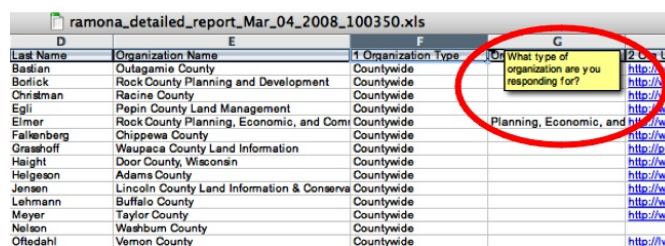
The resulting spreadsheet contains all information on selected users' responses to the GIS Inventory. Worksheet tabs are labeled according to the GIS Inventory sections and data types. The first row in each column contains the question from the GIS Inventory.

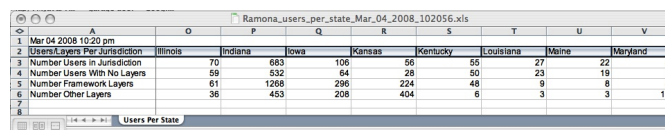

Special Features in Reports

The first row in each column contains the questions from the GIS Inventory. If the question is a long string of text, hover your cursor over the cell to reveal the full question.

Users Per State

The "Users Per State" reports on the total number of registered users per jurisdiction, the number of those who have no layers reported, total number of framework layers reported per jurisdiction, and number of other layers reported.

Organization Types

Presents the number of users for each organization type, sorted by state.

Application Areas

Presents the number of users for each application area, sorted by state.

5. STATE QUESTIONS MODULE: Generating Unique State Questions

Welcome to the Ramona GIS Inventory Administrator Panel

Sometimes states have inventory questions they want to include that are not part of the GIS Inventory. Ramona supports administrators' ability to create and present unique state questions.

This lesson presents a typical view for a state administrator for the STATE QUESTIONS MODULE.

Creating and Managing State Questions

When you click on "State Questions" in the header bar of the admin panel, you will see the state(s) for which you are an administrator listed on the left pane. Clicking "View Questions" will display unique state questions submitted by the state administrator.

It is worth mentioning again that the administrator only sees those modules of the system to which they have been assigned privileges.

If questions have been developed they will be listed. Questions shown in black have been published to the front-end of the GIS Inventory, questions listed in red are unpublished.
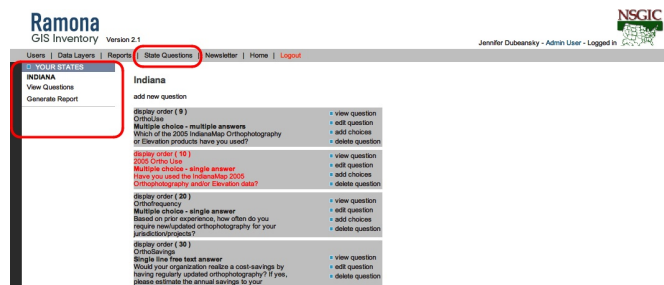
Create New Question

To create a unique State Question, click "add new question" under your state.

Create New Question

You will be prompted to enter an alias for your question. This is a short name that will be used with the list of questions that you create.

Enter in the text of your question. You can create three types of questions:
o   Single line - free text answer
o   Multiple choice - single answer
o   Multiple choice - multiple answers

You will then designate the number of answer choices for your question (options). For example, a "yes/no" question will have two answer choices - 1) yes and 2) no.

The numerical display order of the questions allows you to put multiple questions in the order you wish them to appear to the users on the front end of the system. Your numbers should correspond to the order first, second, third, etc.

Hint: It may be helpful to number questions in "10's" so if you add a question later and want it to appear second you won't have to re-number all the questions. For example, give the numerical display order as "10, 20, 30, etc." Then a new question added later (that you want to show second) can be given the numerical display order "15." Don't worry about users not understanding your numbering this way - on the front end of the system all your State Questions will be numbered consecutively from 1, 2, 3, etc.

Indiana

Question Name/Alias:
Eye Color

Full text of your question:
What color are your eyes?

Question type:
Multiple choice – single answer

Number of answers in your question:
4

Numerical Display Order of this question:
10

☐ published

save

Question Options

Note the text at the top of the screen indicates the question was added successfully. The question is listed in red because it is currently unpublished.

1. You can add to the number of choices by clicking "add choices." 2. Alternatively, you can click "delete" after an option to remove number of response options. Those options can be re-ordered in the same way as the numerical display order. 3. A sample view of your question is presented.

Click "edit" to define your response options. You can now insert the "option text" you wish to be used for the question options (i.e., the response choices).

Define Response Options

Add the response options. You can change the display order of responses in this area.

You can publish the question by checking the "publish" check box. This allows you to create all your new questions before publishing to the users, as well as turn questions off later without deleting them.

Save your work.

Hint: *You can unpublish a question at anytime. However, once a question has received responses you cannot edit/change the question - only publish, un-publish, or delete it.*


State Questions on the Front End GIS Inventory

1. Here is how the front end looks when there are <u>NOT</u> State Questions published, versus 2. when State Questions <u>ARE</u> published. Notice on the second screenshot that a new yellow tab appears called "State Questions" under the Ramona Profile.
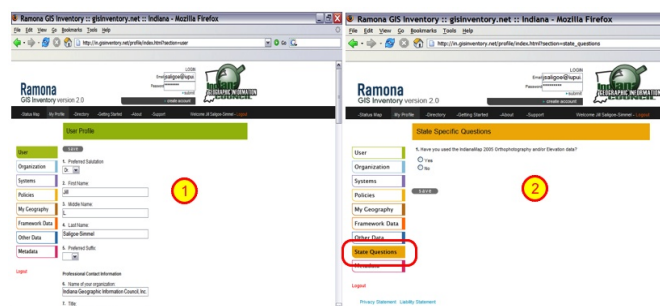
Response Report

To view the responses to your State Questions, you can click "Generate Report" on the left side bar of the administrative panel. The report will be in an Excel™ spreadsheet format with each respondent's user-ID (consistent with the rest of the Ramona inventory responses), name, and organization followed by the responses to your State Questions.
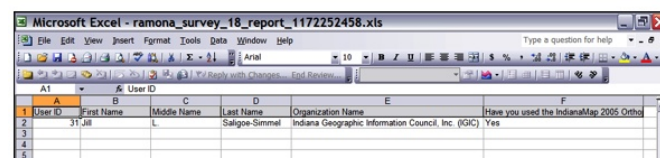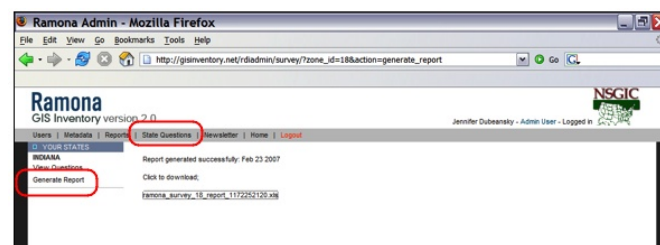
6. STATE SUMMARIES MODULE: NSGIC State Summaries

Welcome to the Ramona GIS Inventory Administrator Panel

This lesson presents a typical view for a state administrator for the STATE SUMMARIES MODULE.

Welcome NSGIC State Reps to the Ramona NSGIC State Summaries!

We are pleased to present the NSGIC State Summaries integrated into the Ramona Admin panel (http://gisinventory.net/rdiadmin/login/). State Summaries information will now be saved as a "living survey" that you can update as the need arises (at least once per year!). Each fall, NSGIC will report results at the Annual NSGIC Meeting.

Retaining to your contact information and previous year's responses will now SAVE YOU TIME!

Mapping and reporting of results are significantly enhanced. This User Guide will step you through how to use the State Summaries module in Ramona.

Go To State Summaries Module

Click on State Summaries.

Only Ramona administrators who have been granted access to the State Summaries module will see it on the header tool bar. The NSGIC State Rep for each state has been assigned access.
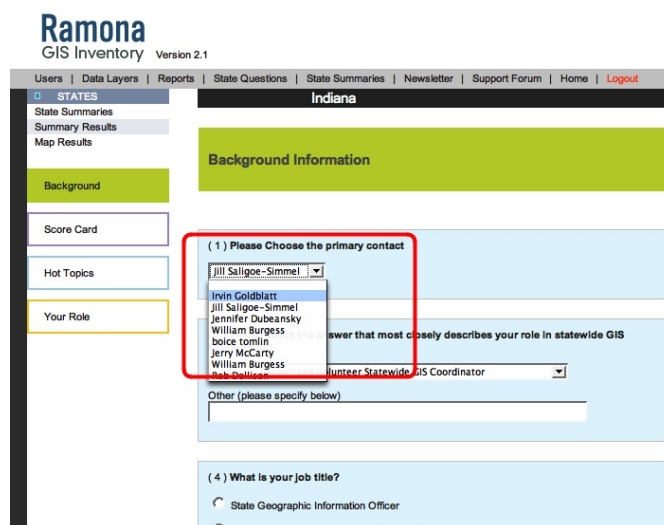
Note, you can grant access to others if you have more than one person from your state completing the State Summary (explained in Administrator Privileges User Guide).

Select the Primary Contact Person for the State Summaries

In the first question you will see a drop-down list of all the people registered as Ramona administrators for your state. Please select the person who will be listed as the primary contact for the State Summaries. This will link to their Ramona profile and all their contact information.

Note, there may be several administrators registered in your state, including Boice Tomlin (the Ramona developer) and any relevant federal contacts who have been granted permissions by NSGIC for all states.
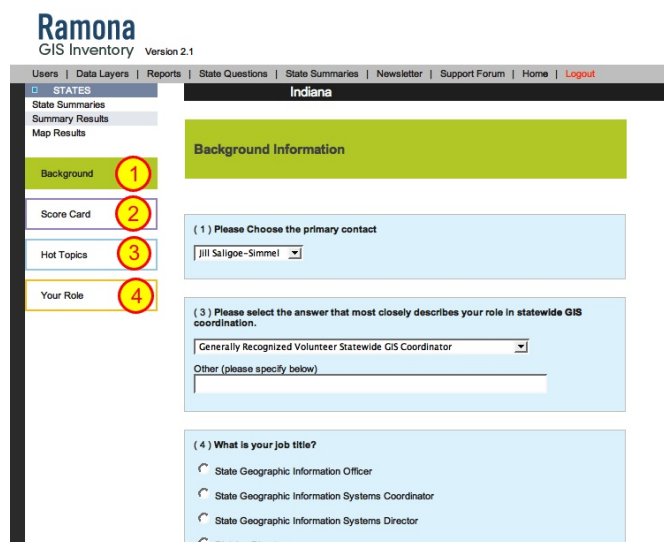

Organization of the State Summaries

The State Summaries is divided into four sections:

1. Background Information
2. NSGIC Coordination Criteria Score Card
3. Hot Topics
4. Role of State Coordinators

You will see the answers populated with your responses from the previous year. Under "Hot Topics," there may be new questions added for the year.

Please REVIEW AND UPDATE your responses each year before the NSGIC Annual Meeting!

Map Results

There are multiple ways to view the State Summaries results (ah... instant gratification!). On the left side bar, click "Summary Results" to view the responses. Map Results presents a dynamic map interface for each question. A downloadable spreadsheet of the responses is available under Summary Report.

The State Summaries uses the Ramona map interface to automatically map your responses. Click "Map Results" and pick a question from the drop-down list to view a map of the results.

Public Presentation of State Summaries

The NSGIC web site provides access to the State Summaries via the State information tab on the left navigation bar. Nationwide information is accessible in a .pdf format. Individual State Results can be accessed though a map interface or list of states. At the bottom of the page, visitors can map individual questions and responses.

Map the Results to Compare States

Visitors to the NSGIC web site can select questions from a drop-down list to map the results of individual questions.

State Summaries information has been collected and are available since 2003.

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7. NEWSLETTER MODULE: Communicating With Users

Welcome to the Ramona GIS Inventory Administrator Panel

In Ramona 2.0, Administrators who are granted permissions for the newsletter can view, add, edit, and/or delete email-based newsletters to their Ramona users or and subset of the users in their domain (e.g., users who are registered in the state(s) for which you are an administrator).

If you don't see the "Newsletter" module in the header of your screen then you have not been granted access to this module.

This lesson presents a typical view for a state administrator for the NEWSLETTER MODULE.

The Newsletter Module

When you click on "State Questions" in the header bar of the admin panel, you will see any previously created newsletters listed.

Click on "Create Newsletter." A dialog will appear in which you can type the text of your newsletter message (the "newsletter" is an email document). The subject line will be the subject line that comes through on the email. Type in your newsletter message. You can insert attachments, pictures, highlight, bold, italicize, and hyperlink text in your newsletter as desired. Note there is currently NOT a spell-check on this system.

Hint: When you click "List All Newsletters" (the default view) all the newsletters you have ever created will be listed, unless you have deleted them. For this reason, I find it helpful to put the date at the end of my subject line title.
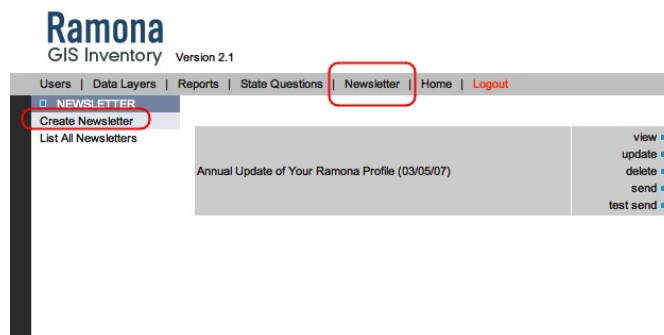
Type Your Newsletter

The subject line will be the subject line that comes through on the email. Type in your newsletter message. You can insert attachments, pictures, highlight, bold, italicize, and hyperlink text in your newsletter as desired. Note there is currently NOT a spell-check on this system.

Once you have typed your newsletter message, click the "Update Newsletter" at the bottom of the screen.
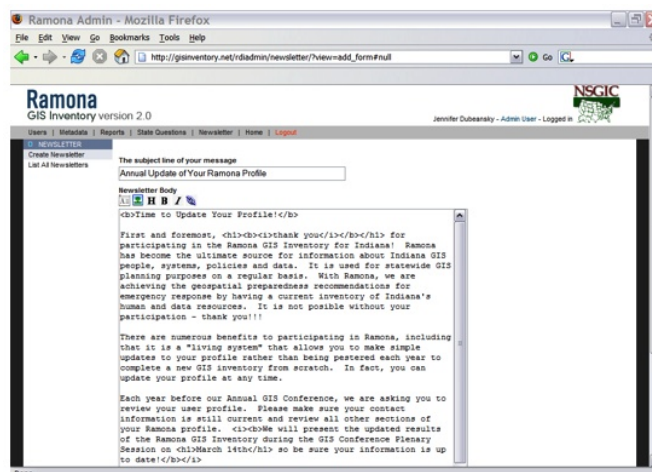

How's It Look?

You will be presented with the html version of the newsletter so you can see how the email will look, followed by a text version for those users who only receive text-only emails.
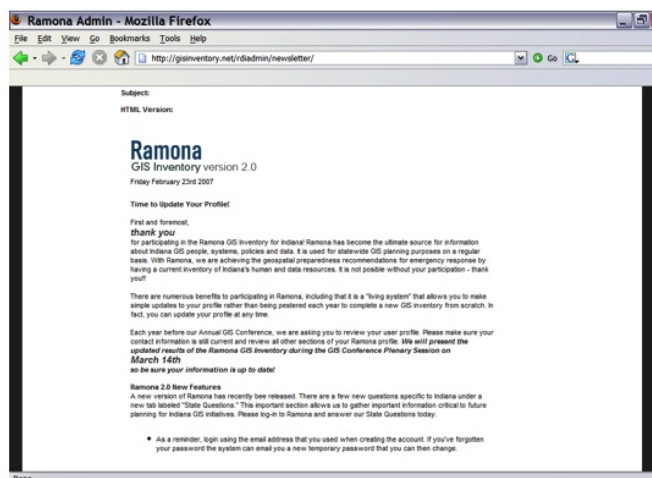
Test Send

If you want to see how your newsletter will look once it is emailed, you can click "Test Send." You will be prompted to enter in a single email address to send the newsletter. After you hit the "Test Send" button you will see a red-text message indicating the newsletter was sent.
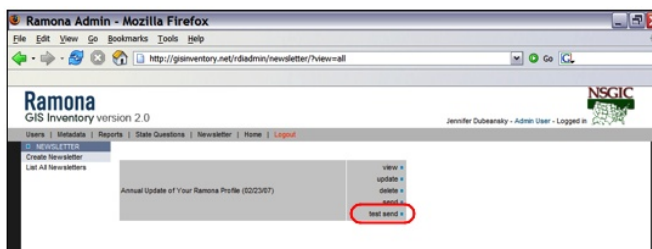
Email Message

Here is how it looks in an MS Outllook™ email.
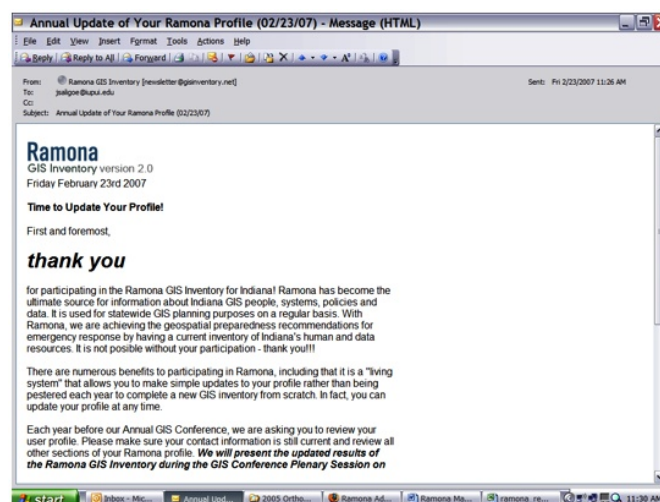
Send to Users

To send the newsletter email, click "Send." You can either send to all users in your domain (e.g., your state(s) for which you are an administrator), or select a subset of users to send to. If you select "search for users to send to" you will be presented with the same search dialog box as the User Search.

Once you select which users to send to, click the blue text "Send to Users" and a pop-up will enable the send process.
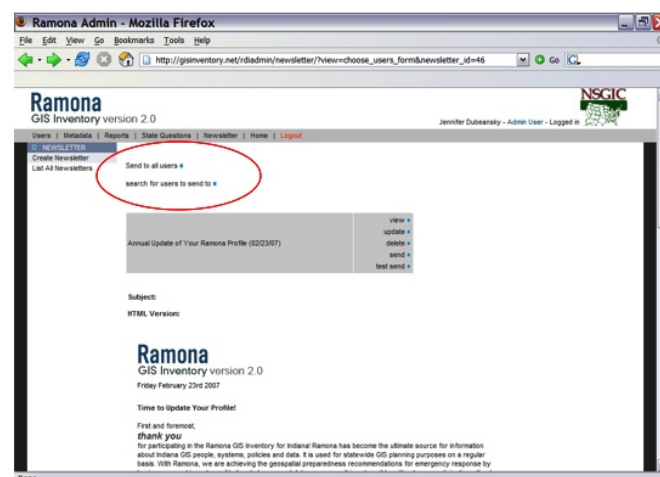
Sending

The system will send 50 newsletters at time. Do <u>NOT</u> close out of the window before the process is finished and all emails have been sent. You will receive a message when the process is complete.
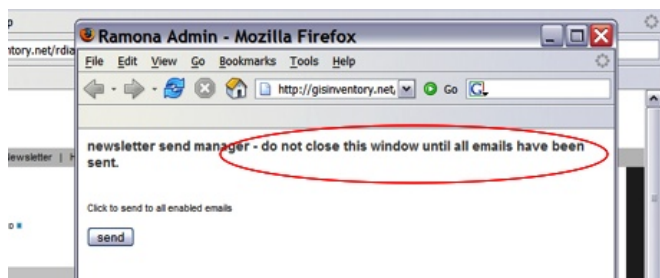
8. MARKETING: Promoting Use of the GIS Inventory

Welcome to the Ramona GIS Inventory Administrator Panel

Marketing the Ramona system to users within your state is an important part of being a Ramona administrator. It is helpful to prominently place links to Ramona on your home page. "Advertise" benefits of using Ramona to potential users through your newsletters and presentations. Let people know how the system is used for statewide spatial data infrastructure planning. Let users know they are contributing to the geospatial preparedness in your state by participating.

If possible, create incentives like providing technical assistance, or prod by tying funding to their participation. Use opportunities to show off participation in public forums - showing the results of status maps to decision-makers can encourage users to participate so they are "on the map"!

Product Placement
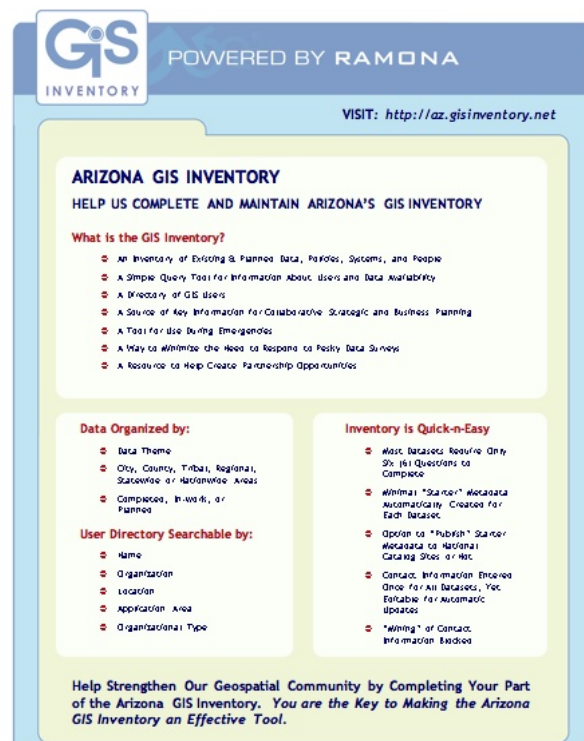
Here is an example of placement of Ramona links on a state GIS Council home-page.
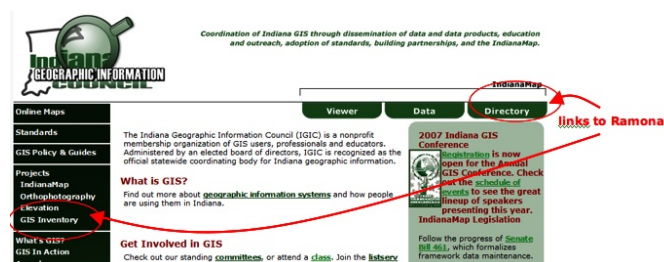
State information Sheets

Information sheets are available for states to use when promoting participation among their state users. Information sheets are tailored for each state with the title (e.g., "Arizona GIS Inventory"), coordinator names, contact information, and logos.

Testimonials from Satisfied Users

NSGIC is compiling testimonials from satisfied users for your use as marketing materials promoting participation in your state's GIS Inventory.

PowerPoint Templates

NSGIC has developed PowerPoint templates to use during presentations about the Ramona GIS Inventory.
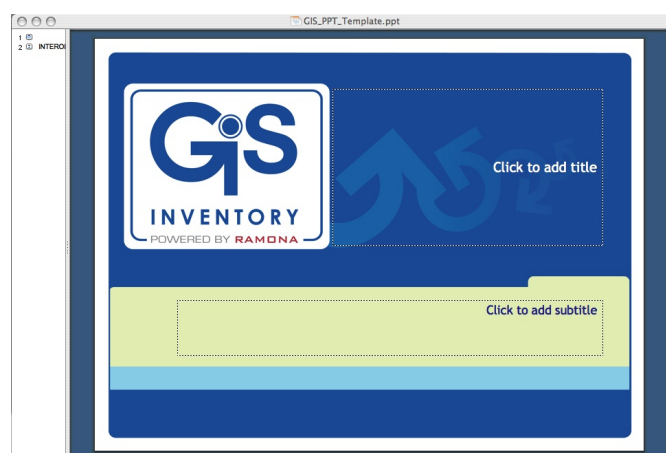
Thank You NSGIC State Reps!

Thank you for participating as a Ramona administrator. Please remember to log-out of the system when you are finished.